

Our Nation's Symbol

By Michael Westvold, GSA

Each year on June 14 we celebrate the birthday of the Stars and Stripes. This year the Jackson Federal Building will celebrate Flag Day with a ceremony and raising of a special flag on the Second Avenue Plaza by local veterans.

Flag day was first observed on a national basis in 1877, the centennial of the U.S. Flag's existence. It wasn't until 1949 that Flag Day was made a permanent observance when established by Congress

and signed into law by President Harry S. Truman.

Here's a bit of trivia. Besides the Stars and Stripes previously mentioned in this article, what two other nicknames are commonly used for the U.S. Flag? (Answer on bottom of page 3).

Come join your fellow tenants and celebrate Flag Day at the "flagship" federal office building of the Pacific Northwest on Wednesday, June 14. ♦

JFB Flag Day Event

Second Avenue Plaza
June 14, 2000
8:00 AM

Tenant Spotlight

By Rebecca McElwee, IRS Director, Pacific-Northwest District

The mission of the IRS is to provide America's taxpayers top quality service by helping them understand and meet their tax responsibilities and by applying the tax law with integrity and fairness to all.

The IRS walk-in office on the fourth floor of the JFB is a bustling spot where you can see IRS employees putting the mission in action. They answer tax questions, help people resolve problems and assist them with filing their returns. About 60,000 people come to the office for in-person help annually, and another 14,000 stop by for forms.

Not so visible, but just as active, are a number of other IRS workers in the

building who serve taxpayers and help collect the \$1.7 trillion in taxes that keeps our federal government running.

Among them are revenue agents and tax auditors who examine tax returns, revenue officers who collect past due taxes and unfiled returns, and special agents who investigate tax evasion, fraud, and money laundering. These employees help people meet their responsibilities and ensure that an unfair burden is not placed on those who file



(see "Spotlight" on page 3)

Bringing people together in the Jackson Federal Building

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Black History Month

The JFB was fortunate to host two events celebrating this millennium's first Black History Month. On February 22, the Seattle Federal Executive Board, along with special help from the Coast

"GSA ADVANTAGE"
order supplies on-line with your
government purchase card
www.northwest.gsa.gov/jfb

Rooftop Amenities

The level of amenities offered by Seattle high-rise buildings has recently garnered nationwide acclaim. In order to keep in stride with comparable commercial properties in the metropolitan area, GSA is proceeding with a design study to create a garden solarium on the roof of the JFB.

The cutting edge design firm of Doan, Holbreth & Associates will be providing preliminary plans that will include a hi-tech multi-story lexan and titanium super structure enveloping a hydroponic garden with view points. In addition a sunning lounge, fountain, and putting green will be incorporated. Access to the new facility may be limited, at first, due to the anticipated popularity of the new space. ❖

Fitness Center News

By Chrissie Kristl, ACSM

Osteoporosis is a disease of the skeleton that results in low bone mass and an increased risk of fracture, especially of the hip, spine, and wrist. Aside from adequate calcium intake and the maintenance of normal estrogen levels, weight-bearing exercise plays a critical role in preventing and treating osteoporosis. Exercise overloads the skeleton and the muscles, which stimulates bone to strengthen itself and avoid damage.

Weight training is a great way to build your bones. The JFB Fitness Center offers group and individual weight training sessions. We also are happy to show you effective resistance exercises that can be done in your home. As little as 10-15 minutes of weight training two-four times per week can make a huge difference.

For additional information, please contact Chrissie or Angi on 220-6134 or check out the JFB web site (click on "Fitness Center"). Fitness Center hours are 5:00 AM - 7:00 PM. ❖

"Next week there can't be any crisis. My schedule is already full."

— Henry A. Kissinger

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(L to R) Rita Knox, USCG; Billy McKinney, Seattle Super Sonics; and Sheila Walters, IRS at the 2/22 event.



(North Auditorium) T.T. Minor Elementary School Choir at the 2/24 event.

Guard's Rita Knox, presented "Keeping Faith in the Struggle." On February 24, IRS/EEO, NTEU, and AIM also presented a well attended event. ❖

Q and A Things You Should Know

Q: "Why does GSA sometimes wait until it gets too dark before they replace burnt out lights?"

A: There's no need to wait; we can just as easily relamp one light fixture as we can a dozen. All you need to do is call the GSA Service Call Hot Line on 220-5050 (available 24 hours a day). We don't always know when lights are burnt out since we don't routinely canvass tenant space (so much of it is high security). ❖

Downtown Views

Downtown Views is a quarterly newsletter published by GSA's Jackson Property Management Team to help keep tenants informed of building related issues, events, and policies. Copies may be obtained at the Cafeteria, Self-Serve Center, or Building Web Site (www.northwest.gsa.gov/jfb).

❖ ❖ ❖ ❖ ❖

Please direct all correspondence to: Steve David, Editor, Downtown Views, GSA, 915 Second Avenue, Room 106, Seattle, WA 98174. (fax 220-5025 or e-mail at jackson.pmt@gsa.gov)



**Building Community
Count on Me!**

Spotlight

(continued from page 1)

accurately and pay their fair share.

Five entire floors of the JFB comprise an IRS tollfree telephone site where more than 500 assistants, working staggered shifts, answer calls from all over the country to 1-800-829-1040. They also contact taxpayers by phone about past due tax bills.

IRS employees here, as around the nation, are working hard to focus on our mission and look at our work from the taxpayer's point of view.

For additional information, please contact Judy Monahan on 220-5782 or check out the IRS web site at www.irs.gov.

Editor's note: At approximately 1,120 employees strong the IRS is by far the largest tenant in the JFB. As such, the IRS District Director is also the Designated Official as required by 41 CFR 101. ❖

**NW Federal
Credit Union**

**9:00 AM to 4:00 PM
682-7622
www.nwfcu.com**

Time Management

Lets face it; most of us wish there was more time in the day. We just never seem to reach the end of those pesky little *to do lists*.

**"Check phone mail, email,
and U.S. mail in that order.
Learn all delete functions
quickly."**

— Richard Moran

Here are a few suggestions on how to make better use of time:

Tip: Try a method weight loss advisors recommend; keep a log of how you spend your time, then review and modify your behavior as needed.

Tip: Eat, sleep, and exercise properly (that is regularly, correctly, and proportionately).

Tip: Map your journey by utilizing to do lists, master lists, daily planners, or personal mission statements.

Tip: Modify and adapt proven time management techniques that suit your lifestyle.

Tip: Organize your workspace.

- Clear away clutter.
- File loose papers.
- Toss useless items.
- Label important items.

Tip: Prioritize your tasks by asking yourself.

- What must be done.
- How much must be done.
- How fast must it be done.

**"All my possessions for one
moment of time."**

— Queen Elizabeth II

Tip: Try this simple four point plan.

- **Eliminate** (just say no to the unimportant).
- **Delegate** (you don't need to do it all yourself).
- **Prioritize** (certain things are just more important).
- **Focus** (block out those little distractions).



If time weren't so important, why would we have all these cliches?

- Time flies.
- Crunch time.
- Time is money.
- The time is ripe.
- No time to waste.
- No time like the present. ❖

Tenant Satisfaction Scorecard

82% ('94), 85% ('96), 86% ('98)

Our Goal 90%

**The next survey is less than
one year away!**

- Old Glory. ❖
- Star-Spangled Banner.

Other U.S. Flag nicknames include:

Flag Trivia
(from page 1)

Experience one stop shopping with the GSA brand. . .

- Office supplies
- Space layout
- Mgt Services
- Alterations
- Real Estate
- Technology
- Furniture
- Disposal
- Security
- Vehicles
- Moving

Providing solutions for your work environment needs.

Free Tax Preparation Help

April 15 falls on a Saturday this year, so the tax filing deadline moves to Monday, April 17. Free tax preparation and electronic filing are available to all taxpayers in Room 414 of the JFB on:

- Mon, Wed, Fri, 8:00 AM–4:30 PM
- Tue & Thu, 8:00 AM–6:30 PM
- Sat, 8:30 AM–12:30 PM
- Sun, 4/16, 8:30 AM–5:30 PM
- Mon, 4/17, 8:00 AM–midnight

Return preparation is limited to 1040-Ezs, 1040-As, and 1040s with a Schedule A for itemized deductions and Schedule EIC for earned income tax credit. ♦

Need some exercise?

JFB Fact

There are over 839 steps in each of the center stairwells!

Building Art — Part II

This is a test. How many times have you walked through the fourth floor lobby without noticing the brick inlay on the wall overhead?

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If you're like most of us, you hustle through on your way to meetings, lunch, or home; not too many of us rush to report to work. Next time through, take a moment and see if you can pick out the theme of three separate, but related images.

Miss part I of this article? For a copy, please contact GSA on 220-5055. ♦

"There's never enough time to do it right, but there's always enough time to do it over."

— Jack Bergman

Painting

A new technology wall coating is being specified for future alteration projects in the JFB. Pullman Chemicals has launched a line of futuristic paint products called "Chameleon Corona." This product has the ability to change color in response to varying an electrical charge via a wall mounted rheostat. JFB Building Manager, Stan Catchpole, exclaimed "The tenant will gain greater freedom of expressiveness within the workplace!" The ability to change the wall color at the flick of a switch will impart a higher level of empowerment to all employees. ♦



**Service Call
Hot Line
220-5050**

New Cafeteria Manager

If you haven't already had a chance to meet the new manager, Ron Shissler, please drop in and say hello. Ron comes to us with over 23 years of food service experience and is a Certified Executive Chef. Welcome Ron! ♦

Earthquake Drill

By Doug Hallet, IRS

The JFB will participate in a city-wide earthquake preparedness drill on April 6 at 9:45 AM. Rather than any elaborate exercise, the JFB drill will be oriented towards reinforcing the basics of "duck/cover/hold." We will make a public address announcement and request all occupants to locate to the nearest available cover. ♦

Citizen Advocacy Panel

If you have an idea as to how IRS can improve its service to the American taxpayer, the Citizen Advocacy Panel (CAP) is your link.

The CAP is an independent group of volunteers from our area dedicated to helping the IRS improve customer service. To make recommendations or to find out more about future CAP meetings, please call 1-888-912-1CAP. ♦



Thank You

**for using your
JFB recycle
containers!**

Projects Update

Exterior Cleaning

The exterior clean and reseal project is approximately 30 % complete and progressing well. Final completion estimated for July.

Backfill

There are several alteration projects underway to backfill the former FBI space. The majority of the work is being accomplished after hours so as not to disturb tenant operations.

Turbo Lifts

Replacements for our worn elevators are scheduled to be installed as early as September 2000. Turbo lifts operate by pneumatic principles and do not require physical contact to transport personnel within the building. Tenants will be safely and comfortably whisked to their destinations while riding on a temperate bubble of air. This improvement will provide greater service and dependability for our tenants. After riding an existing Turbo-lift in Boston, MA., JFB Assistant Building Engineer, Chuck Eddington, exclaimed "The smoothness and quality of the ride is vastly superior to any form of interior building transportation I've ever experienced!"

Project information is available by contacting Building Manager, Stan Catchpole, on 220-5055. ❖

FEDERAL DAY CARE

Little Eagles
Second & Madison
Ph 382-9869

Green Tree
Sixth & University
Ph 553-8212

Children to Work Day

Mark April 27 on your calendars for the 4th annual JFB "Take Our Children to Work Day." The event is our very own version of the nationwide "Take Our Daughters to Work Day" which originated back in 1993.

The JFB event is open to children in grades 6-12 and will focus on preparation for work life. The event starts in the north auditorium with registration at 8:00 AM and opening remarks at 8:30 AM. Workshops follow at 9:00 AM with the event concluding by 11:45 AM.

Pre-registration is requested. Please contact the Seattle Federal Executive Board on 220-6171 for a registration form. ❖

"I'm definitely going to take a course on time management ... just as soon as I can work it into my schedule."

— Louis E. Boone

My Dad

By Shannon David

My Dad works for GSA. He manages a really big building. He has his own office and everything. I have been there for "Take Our Children to Work Day." I think his building is cool; it has so many elevators and it has a cafeteria. I think he is really good at it and don't know what the building would do without him.

(Excerpted from Shannon's grade school trip report). ❖



Bring this coupon to the JFB cafeteria on April 27, 2000 for a free cone or popcorn.

(one item per student & no adults please)



Speaking Out

JFB tenants share their thoughts on time management:

"I'm really not very good at it. But I've learned that I can either submit to the discipline of using a planner or

become a slave to the urgent. Changing tools or strategies for time management keep it interesting; even simple changes like trying a new ink color." Ellen Wilcox, IRS.

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"One thing you can't recycle is time; use it up wisely!" Patti Mason, Senator Murray's Office.

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"Each of us is given 24 hours per day. How productively and efficiently we use those 24 hours is a choice we make each day. For lost time is never found again. (The last sentence is from dear old Ben Franklin.)" Dennis Snook, NLRB.

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Telephone List

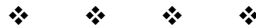
Cafeteria, 622-3947
 Conference Rooms, 220-5052
 Credit Union, 682-7622
 Fitness Center, 220-6134
 General Info, 220-5055
 Health Unit, 220-7630
 Lost & Found, 220-5055
 Security, 253-804-4771
 Service Calls, 220-5050
 Telephones, 220-5005

EMERGENCIES

253-804-4777 (24 hrs)

Bits and Pieces

The next Quarterly Tenant Meeting is scheduled for 10:00 AM, Wednesday, April 19, 2000 in the Evergreen Room (3086). All tenant agency representatives are encouraged to attend.



Congratulations to Cecile Davis who is retiring at the end of April after more than 32 years of government service. Cecile works in the EEO Office of IRS and has been a major player in our annual "Take Our Children to Work Day event."



Calendar of Events

- Apr 6 Earthquake Drill, 9:45 AM
- Apr 14 Blood Drive, South auditorium, 9:00 AM – 3:00 PM
- Apr 27 Children to Work, Auditoriums, 8:00 AM
- May 19 Blood Drive, South Auditorium, 9:00 AM – 3:00 PM
- May 29 Memorial Day, Building Closed
- Jun 14 Flag Day Event, 2nd Avenue Plaza 8:00 AM
- Jun 16 Blood Drive, South Auditorium, 9:00 AM – 3:00 PM

Q and A Things You Should Know

Q: "Running the gauntlet of smokers outside the entrances makes me ill. Can't something be done?"

A: Tough issue. Presidential Executive Order #13058 prohibited smoking inside federal buildings, but not outside. Believe it or not, smokers have rights too. And unfortunately, we cannot use appropriated federal funding to construct a smokers enclosure.

We're still looking for a good solution; please let us know if you have one. ❖

Prairie Dogging. The response to something interesting happening where everyone's head pops up from their office cubicle.

"Until we can manage time, we can manage nothing else."

— Peter F. Drucker

We regretfully announce the passing of Robert Lamb, Jr., Northwest Regional Director, Community Relations Service, U.S. Department of Justice. Located on the 18th floor, Bob had been a fixture of the building since it opened in 1974. Those of us who crossed paths with Bob will not soon forget his infectious smile or kind words he had for everyone!

More Bits and Pieces

As you have probably guessed, this edition of the newsletter contains several fantasy articles in the spirit of April 1st; a.k.a., April Fools Day. (Which articles? Find answer on bottom of this page). The April Fools articles are complements of Building Engineer, Robert Manos. Please don't forget to have a little fun at work every now and then! ❖



Your GSA Jackson Property Management Team

Visit Our Web Site At: www.northwest.gsa.gov/jfb

Administrative Services:
 Laura Wright, Stan Catchpole,
 Michael Westvold, & Steve David

Mechanical Services:
 Curtis Kelly, Owen Butler, Diane Murdock,
 Chuck Eddington, John McQueen,
 Ted Peros, Bob McDaniel, & Robert Manos